

Department of Commerce

Initial Elevator Inspection Guidelines

The following are items are required to be completed Prior to scheduling an Elevator Inspection

Completed <input checked="" type="checkbox"/>	Applications and Plans are required to be approved Prior to commencing work. Comm.18.09 (4)(d)
Completed <input type="checkbox"/>	The hoistway shall be enclosed throughout its height by fire resistive construction. Rule 100.1a
Completed <input type="checkbox"/>	Pits, elevator pits are required to be designed so as to prevent the entry of ground water. Rule 100.2b
Completed <input type="checkbox"/>	Drains or sumps with pumps complying with Comm. 82.23 and 82.36 shall be provided in pits. Drains connected directly to the sanitary sewer system shall not be installed in elevator pits. Comm. 18.23
Completed <input type="checkbox"/>	Machine room, only equipment needed for the operation of the elevator permitted. Rule 101.2b
Completed <input type="checkbox"/>	Machine room door, lock, and closer. Rule 101.3d. Identification signage. Comm 18.20(2)
Completed <input type="checkbox"/>	If sprinkler protection is provided heat detectors are required to activate the shunt trip circuit breaker prior to the application of water. Rule Comm. 18.21(3) Sprinklers installed in accordance with NFPA 13/13R 1999 edition.
Completed <input type="checkbox"/>	National Electrical Code 1999 edition requires 3 separate branch circuits. Car light circuit 620-22, machine room light and receptacle 620-23, and the pit light and receptacle 620-24.
Completed <input type="checkbox"/>	National Electrical Code requires the over current device for the car light circuit be located in the machine room. 620-22
Completed <input type="checkbox"/>	"ADAAG" telephones shall be installed and programmed. Comm. 18.35 - ADAAG 4.10.14
Completed <input type="checkbox"/>	Permanent installation of smoke detectors where Firefighters Service is provided installed at each landing, machinery space, and machine room. Also the top hoistways where sprinkler protection is provided. Rule 211.3b NFPA 72, 3-9.3.4
Completed <input type="checkbox"/>	Smoke and Heat detection installed in accordance with NFPA 72 1999 edition. Smoke detectors shall be connected to the building alarm system or, if there is no building system, shall be connected to dedicated fire alarm system control unit designated as "Elevator Recall Control and Supervisory Panel"- NFPA 72, 3-9.3.1
Completed <input type="checkbox"/>	Elevator Recall for Fire Fighters' Service requires 3 separate control circuits. The first circuit for the designated level, the second circuit for remaining elevator lobbies, and the third circuit for the machine room and hoistway (if provided) NFPA 72, 3-9.3.7

Please note: The elevators should be complete and ready for inspection prior to scheduling an Initial inspection. All test equipment should be on-site at the time the inspection is scheduled for. Any persons responsible for other systems used in connection with the elevator should be present for the inspection. If the elevator is not ready when the Inspector arrives, the Inspector may request that the elevator be completed and schedule a reinspection for a latter date and an additional charge.

The installer shall sign this form and present it at the time of initial inspection.

Installing Company. Supervisor. Date.

If there are questions or concerns Please feel free to contact your local inspector

David Holmes	Eau Claire	715-828-5901
Jim Kreuzer	Tomah	608-235-0603
Tim Marty	Appleton	920-428-9422
James Pacala	Hayward	715-296-2906
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